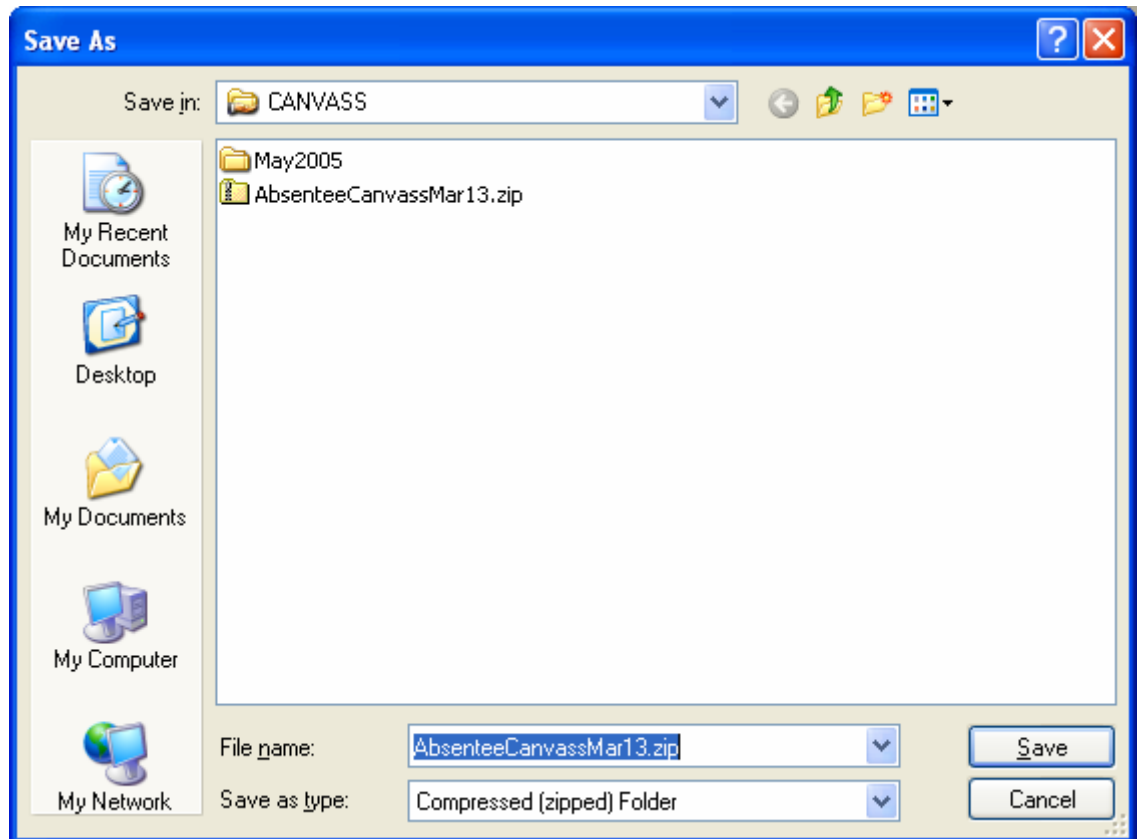# How to Use the E-Canvass File

Description: The E-Canvass file is generated from the tabulation system.  Two files are made available over King County Election's web site, the cumulative results, and the absentee results (mail ballot). These files are comma delimited text files (a file where fields are separated by a comma).  The file contains detailed election information including the race, precinct, legislative district, county council district, counter group, candidate, registered voters, times counted, times blank voted and times over voted.  In smaller elections, it is possible to download then import this data into Microsoft Excel for further analysis.  For large elections, King County Elections recommend importing the file into Microsoft Access. This procedure was performed using Windows XP.

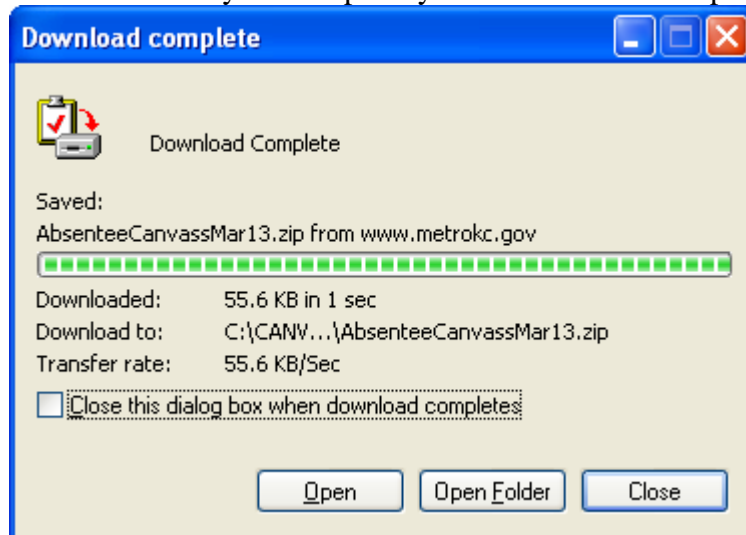## To upload data using Microsoft Excel, follow the procedures listed below.
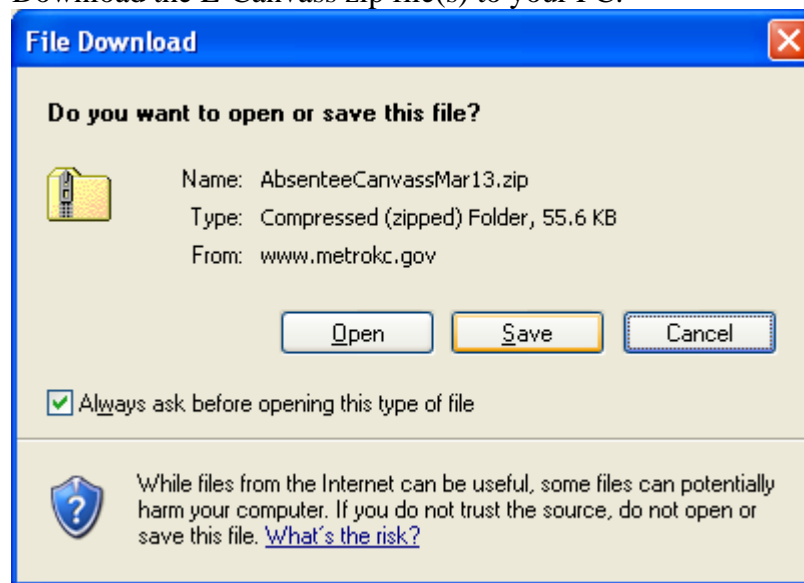
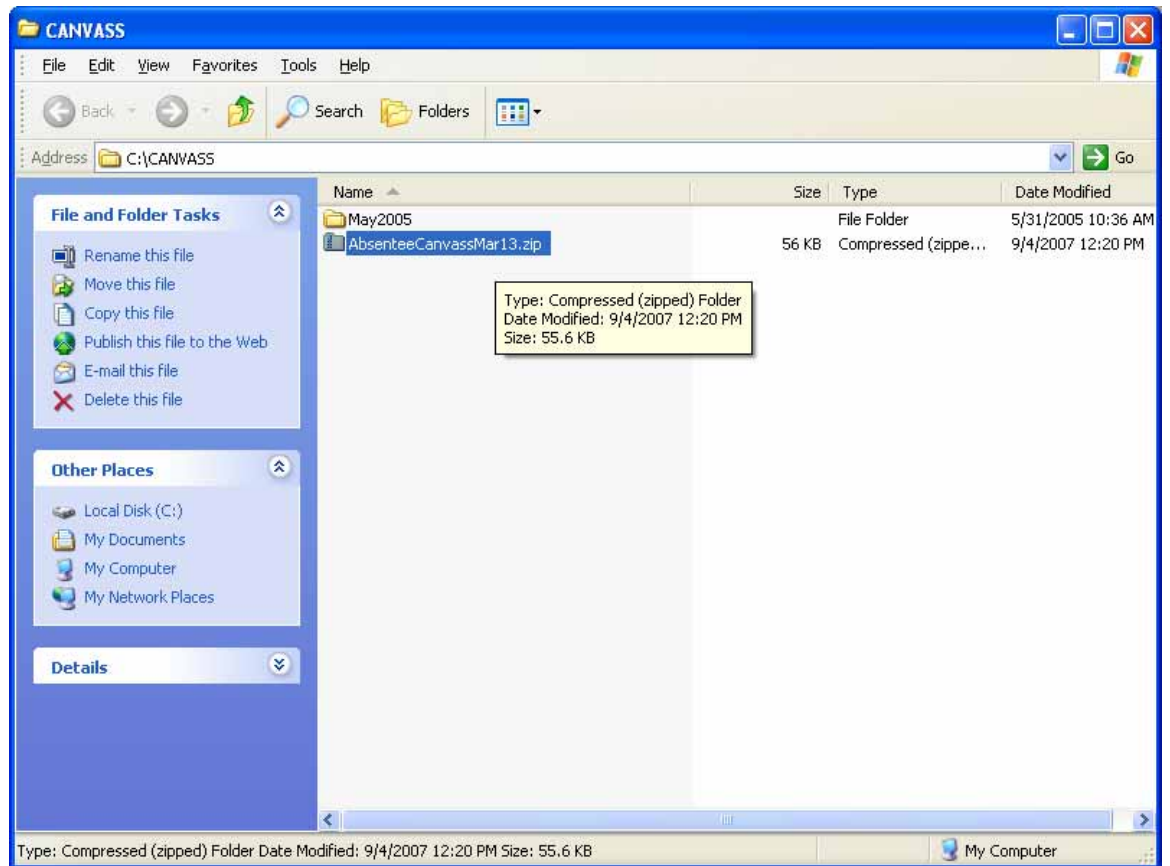- Download the E-Canvass zip file(s) to your PC.



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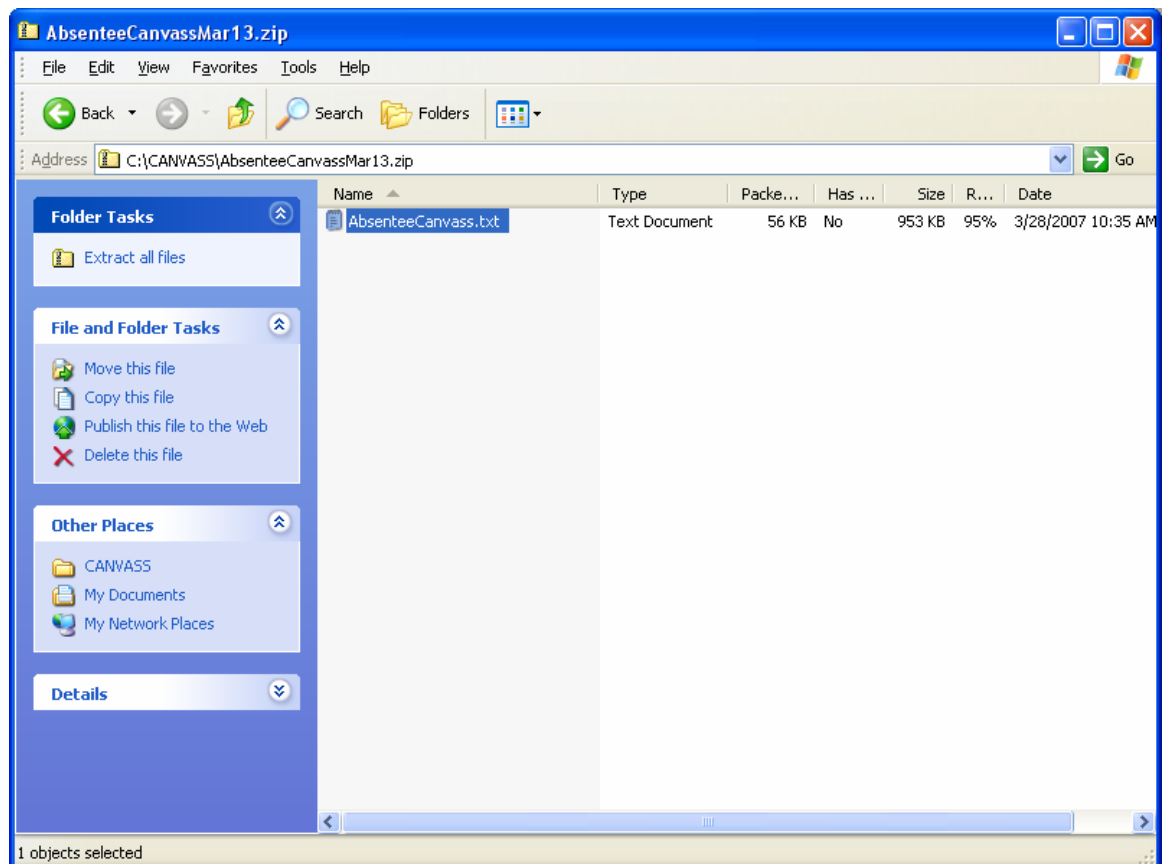- Click the Save button to save the file to your computer and bring up the following window.

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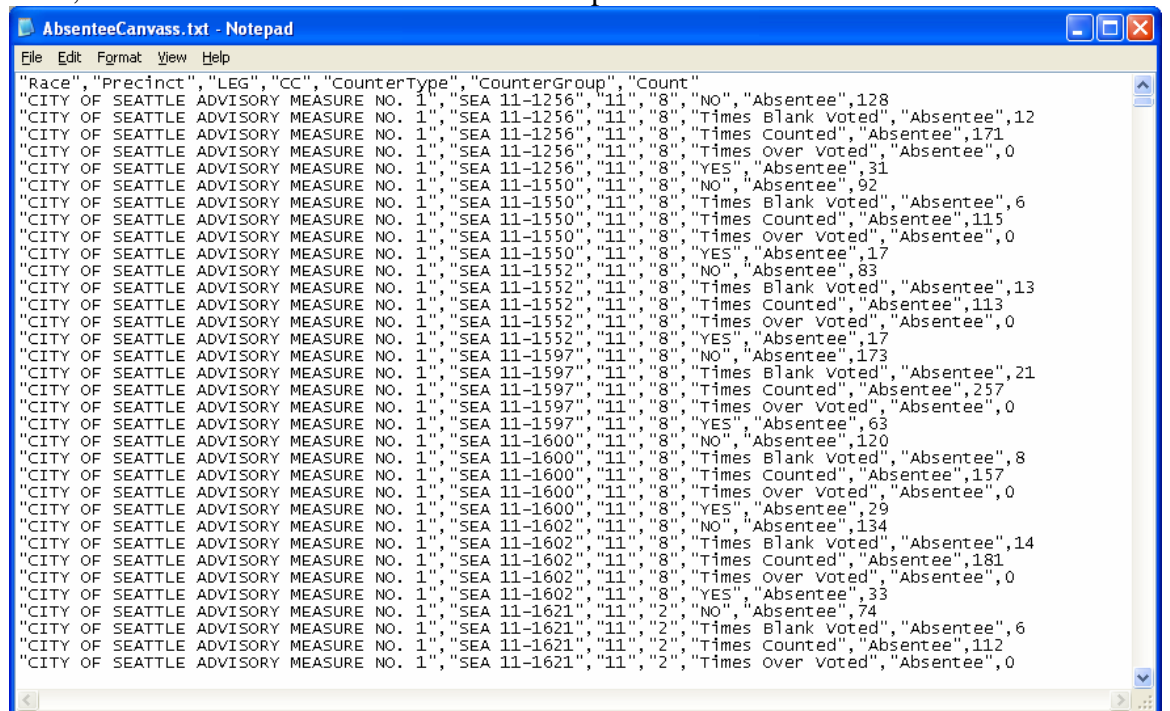- Select where on your computer you wish to save the zip file then click Save



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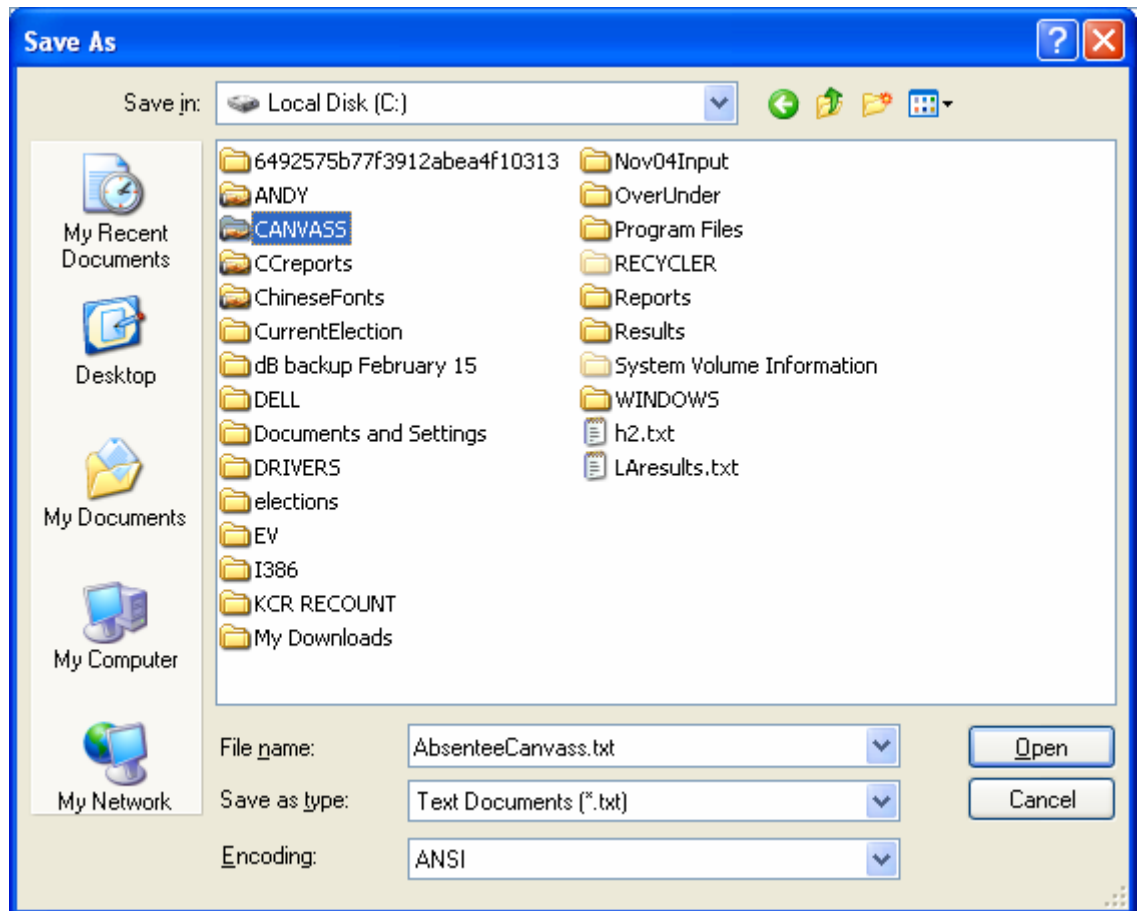- After the download is complete, click the Open Folder button to bring up the following window.

- 
- Double click the downloaded zip file to create your E-Canvass file and open the following window.

- 
- Next, double click the file in the window to open the file.



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- Next, under the File menu select Save File As option to open the next window.

- 
- Select the folder you wish to save the E-Canvass file into. Remember the name and location of this file.
- Open Microsoft Excel and create a new spreadsheet.
- Under the Data tab, select Import External Data then Import Data as in the following window.
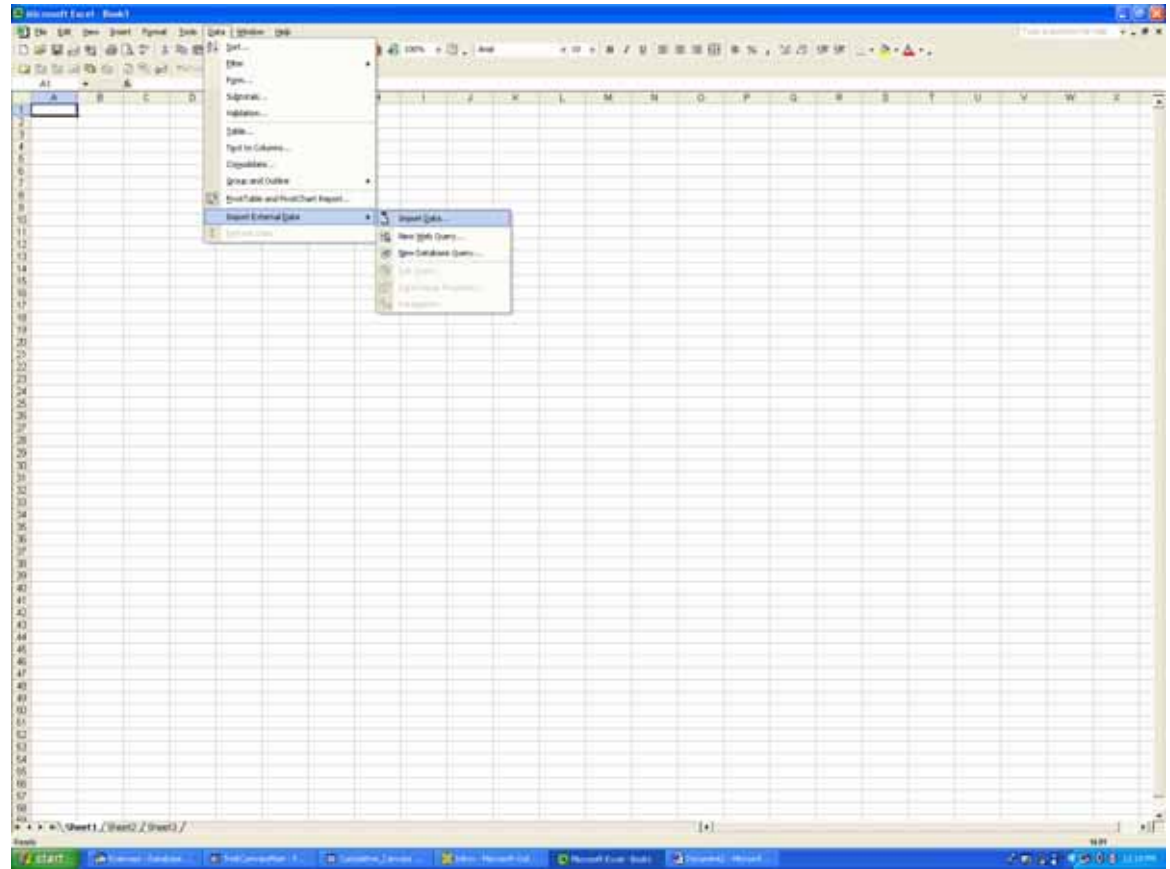
- 
- This will bring up another window as below.
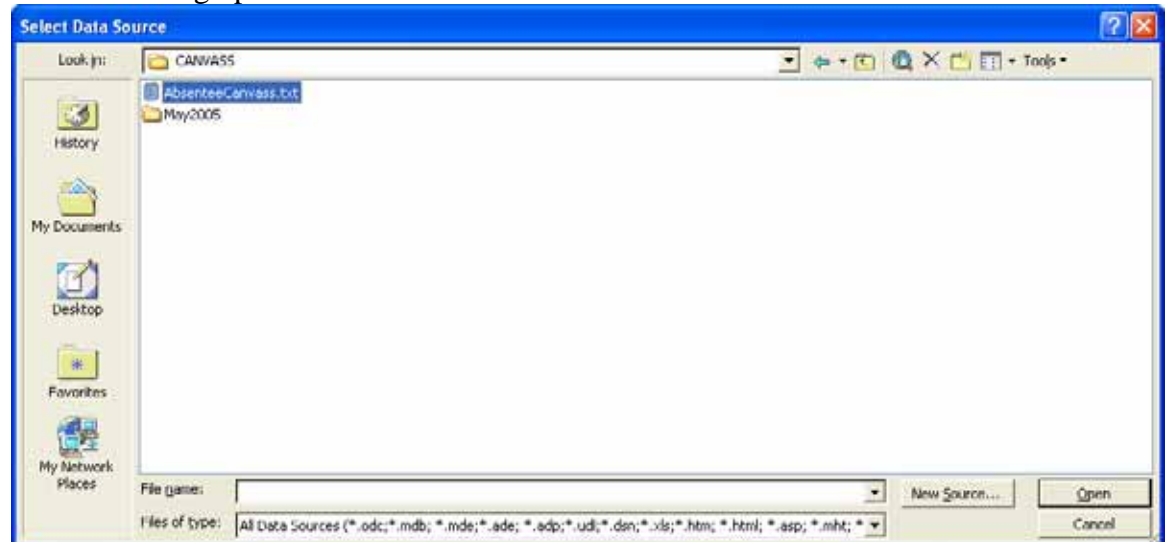


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- Select the location of your file then double click on the file name to bring up the next window.

- Make sure that you opt for a Delimited type of import then click the Next button to get the following window.



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- Make sure the settings are exactly as above then click the Next button.
- This window appears.

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- Click the Finish button to bring the E-Canvass file into Microsoft Excel.
- Using Microsoft Excel, you can now analyze the E-Canvass file from your PC.

**To upload data using Microsoft Access, follow the procedures listed below.**

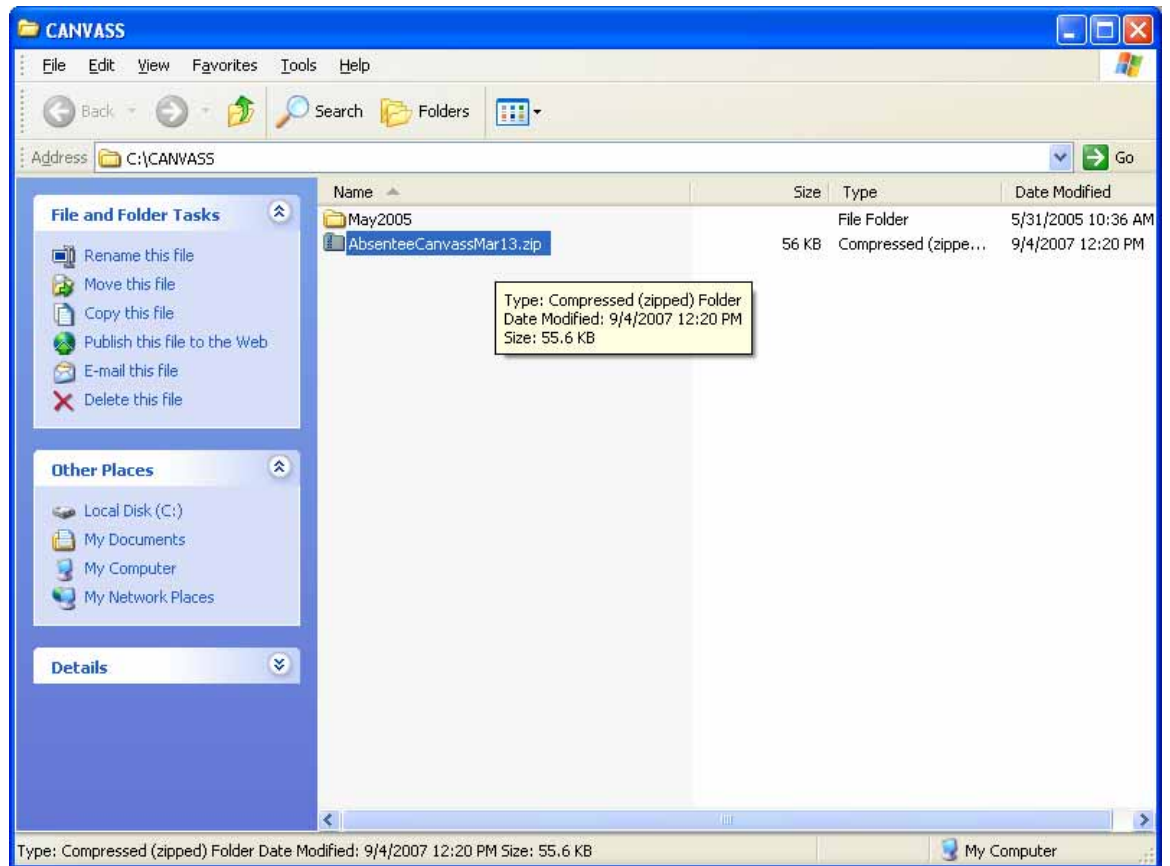- Download the E-Canvass zip file(s) to your PC.



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- Click the Save button to save the file to your computer and bring up the following window.
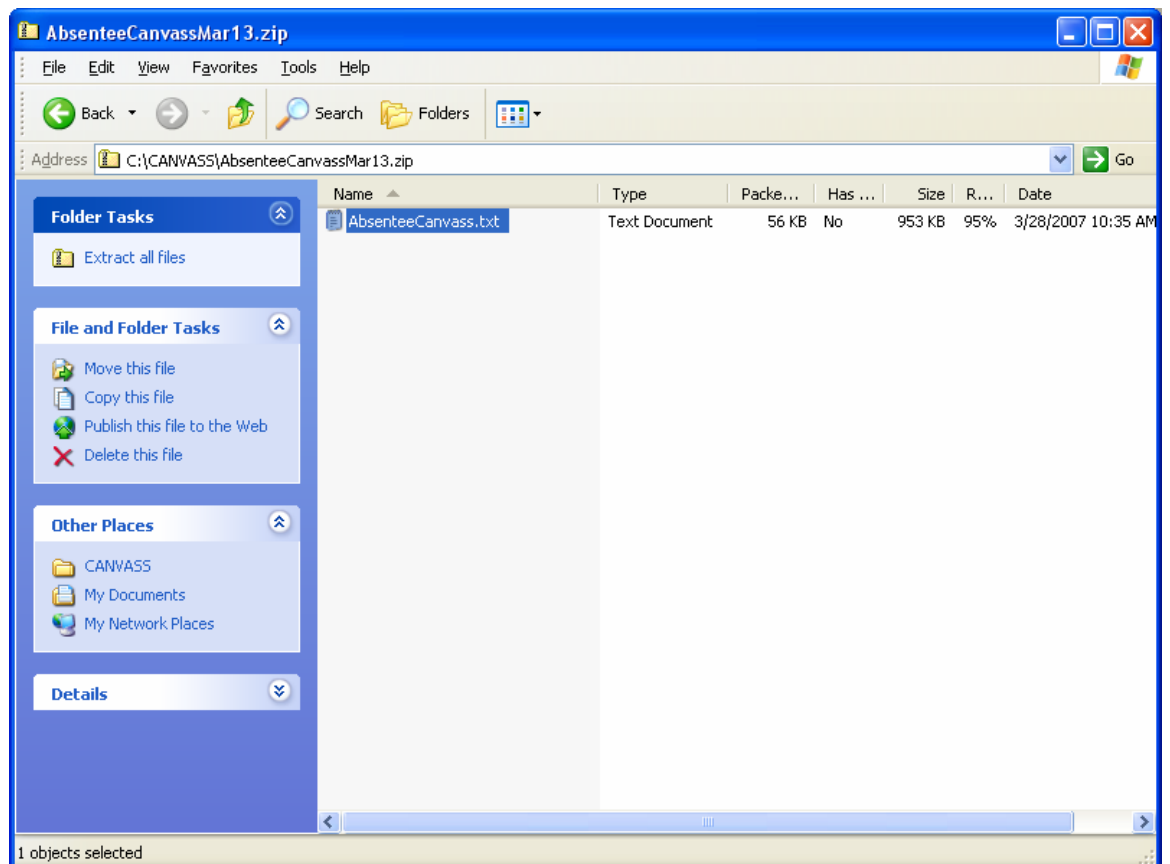


- 
- Select where on your computer you wish to save the zip file then click Save
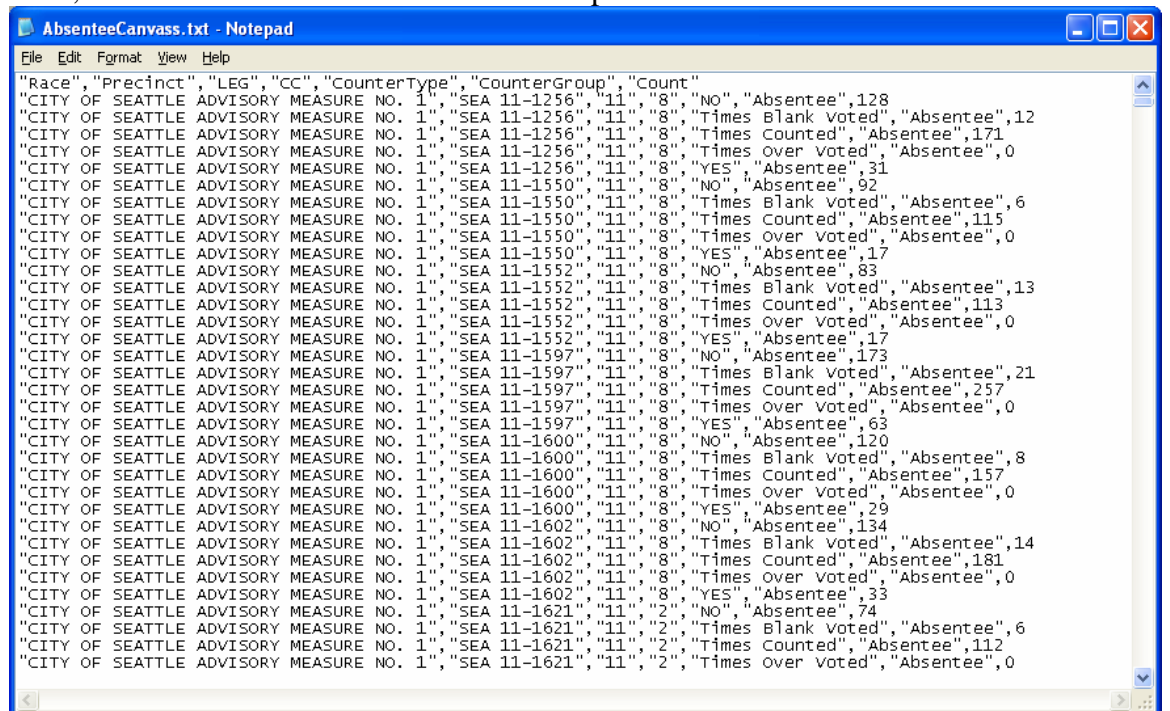


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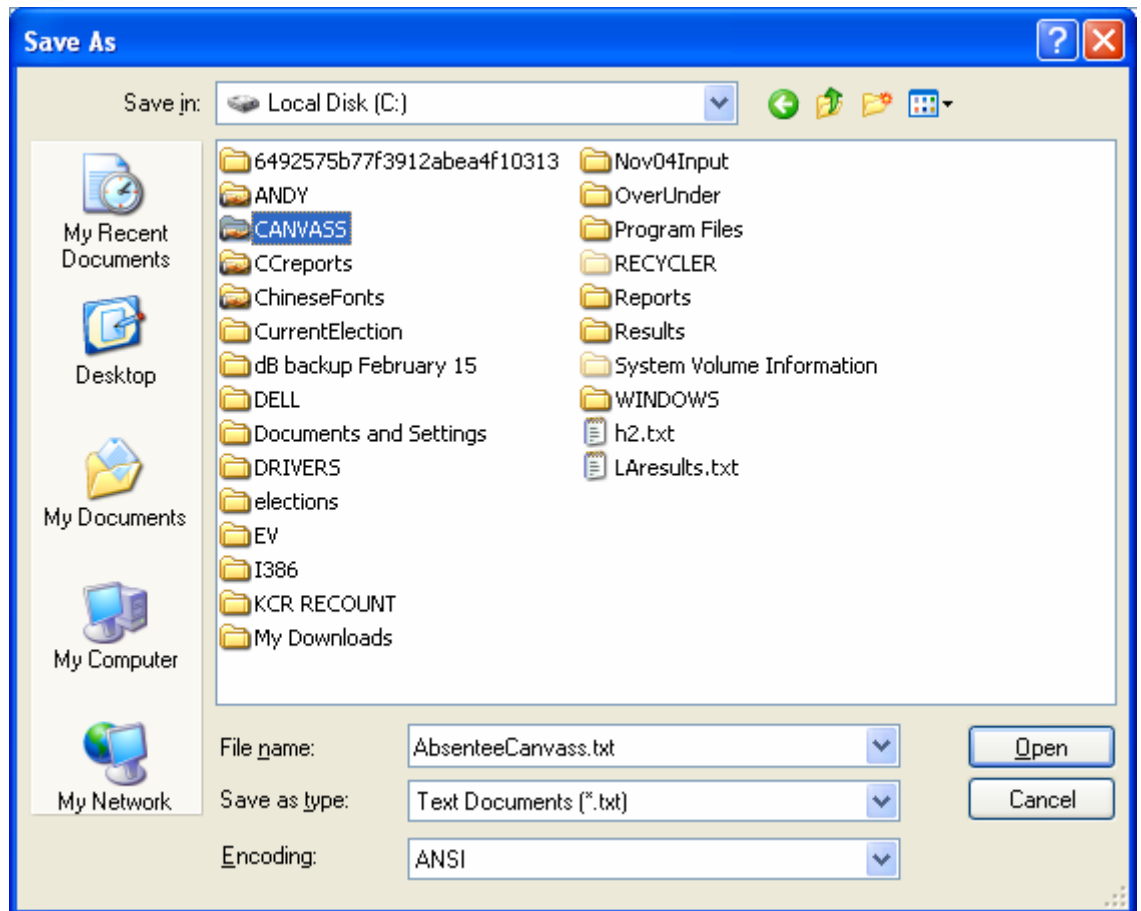- After the download is complete, click the Open Folder button to bring up the following window.

- 
- Double click the downloaded zip file to create your E-Canvass file and open the following window.

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- Next, double click the file in the window to open the file.



- 
- Next, under the File menu select Save File As option to open the next window.

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- Select the folder you wish to save the E-Canvass file into. Remember the name and location of this file.
- Open Microsoft Access.
- Create a new dB as show in the following window.
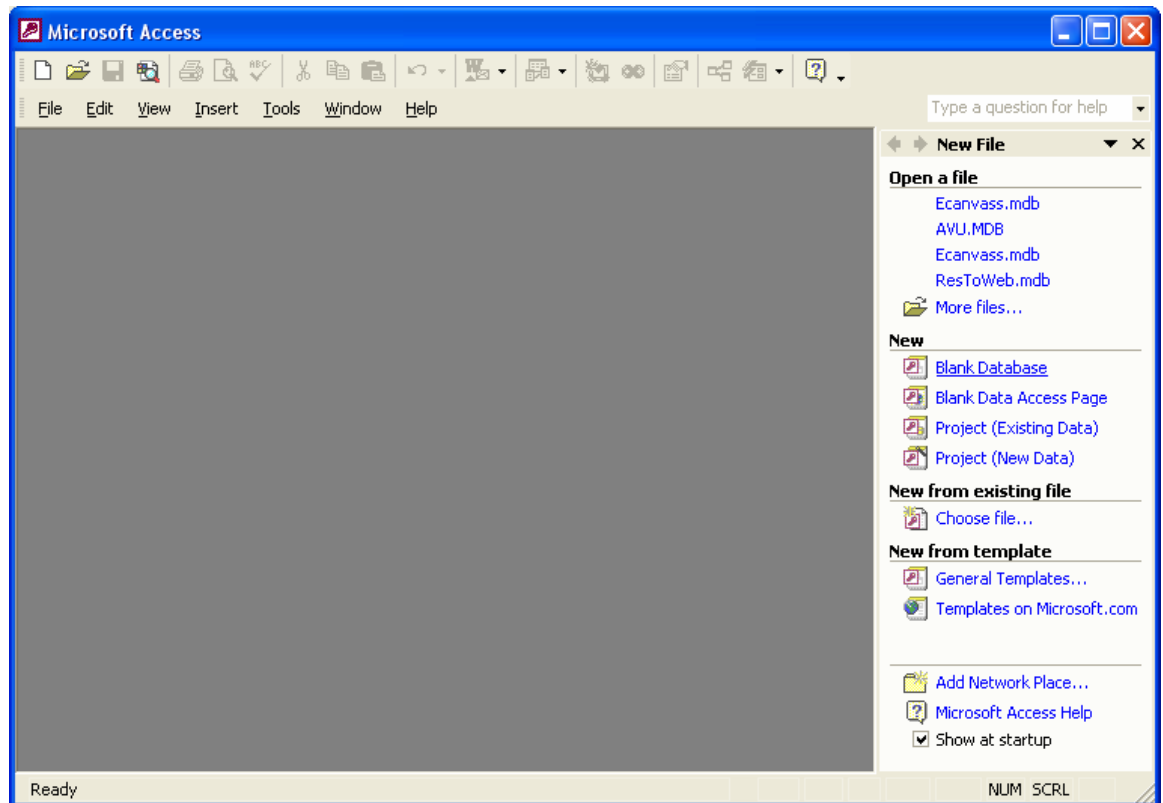
- 
- Select the New Database option on the right side of the window.
- In the next window specify where you want the database to be located on your PC and the name you wish to call it.
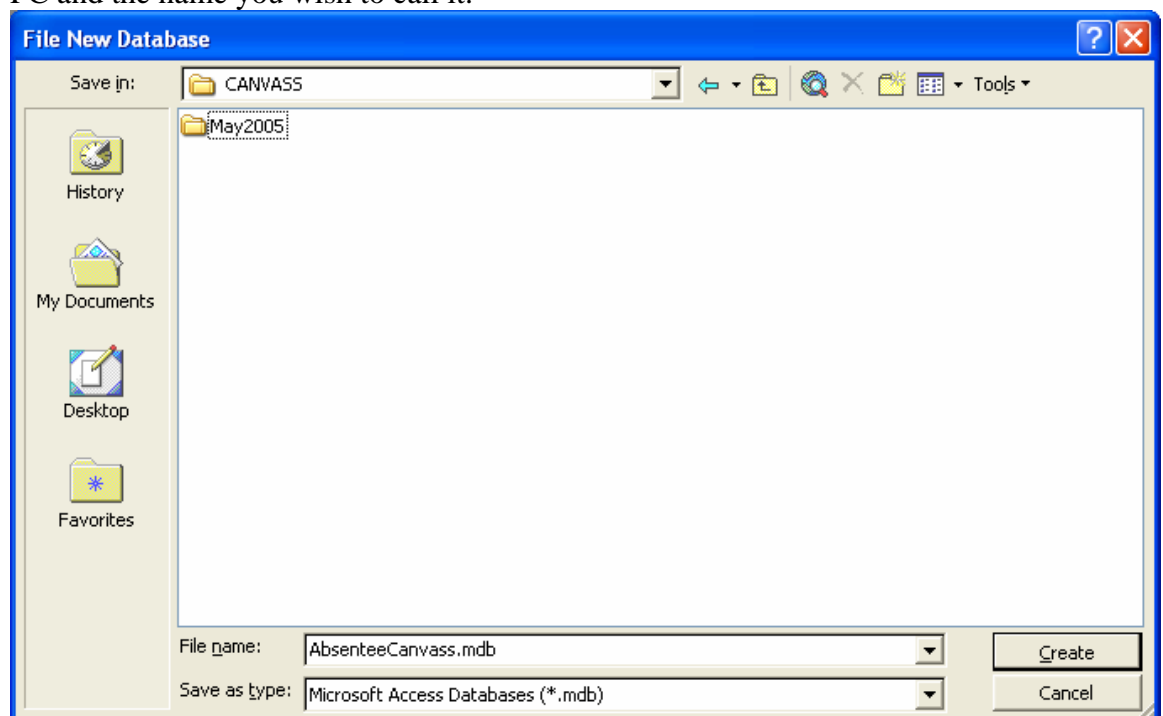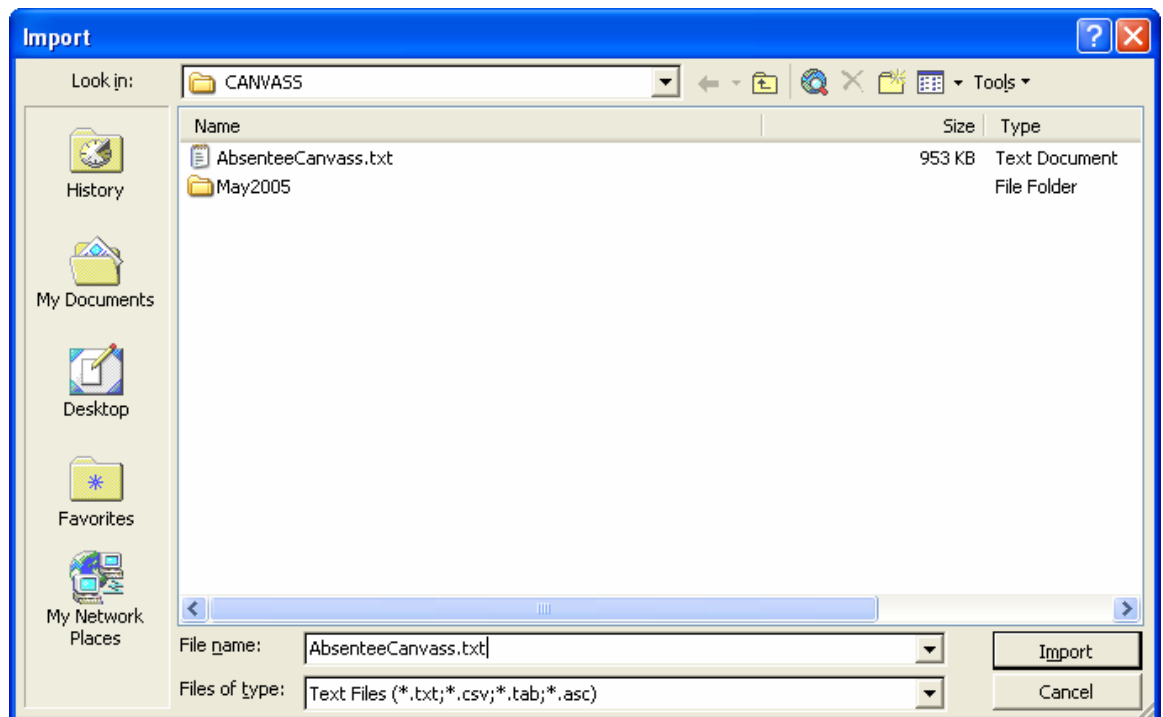


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- Click the Create button to create the database.
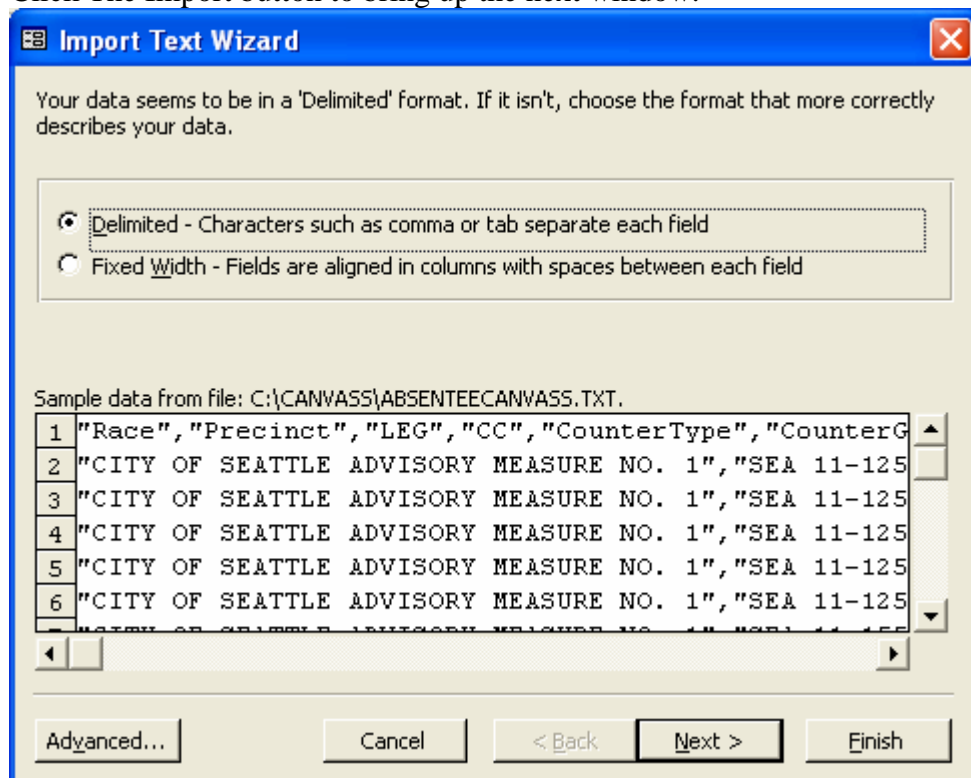- A new blank database window will appear as follows.
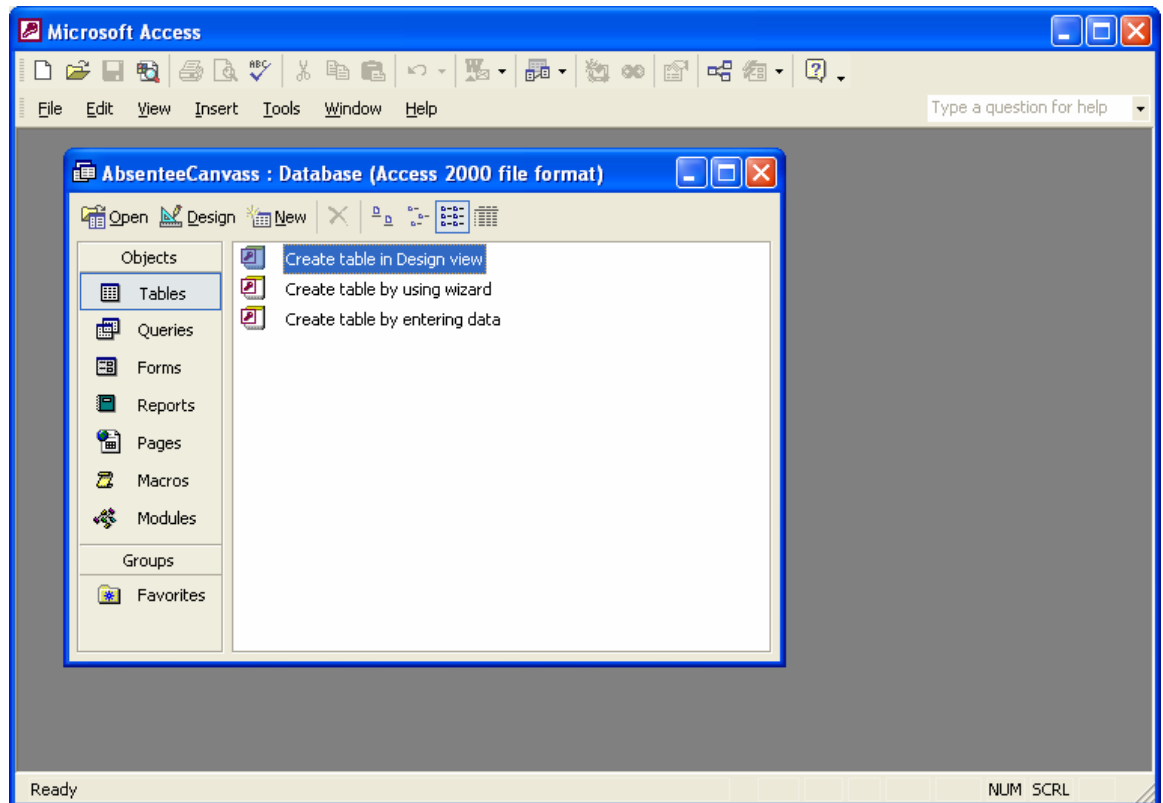
- 
- Next, under the File menu, select Import under the Get External Data option.
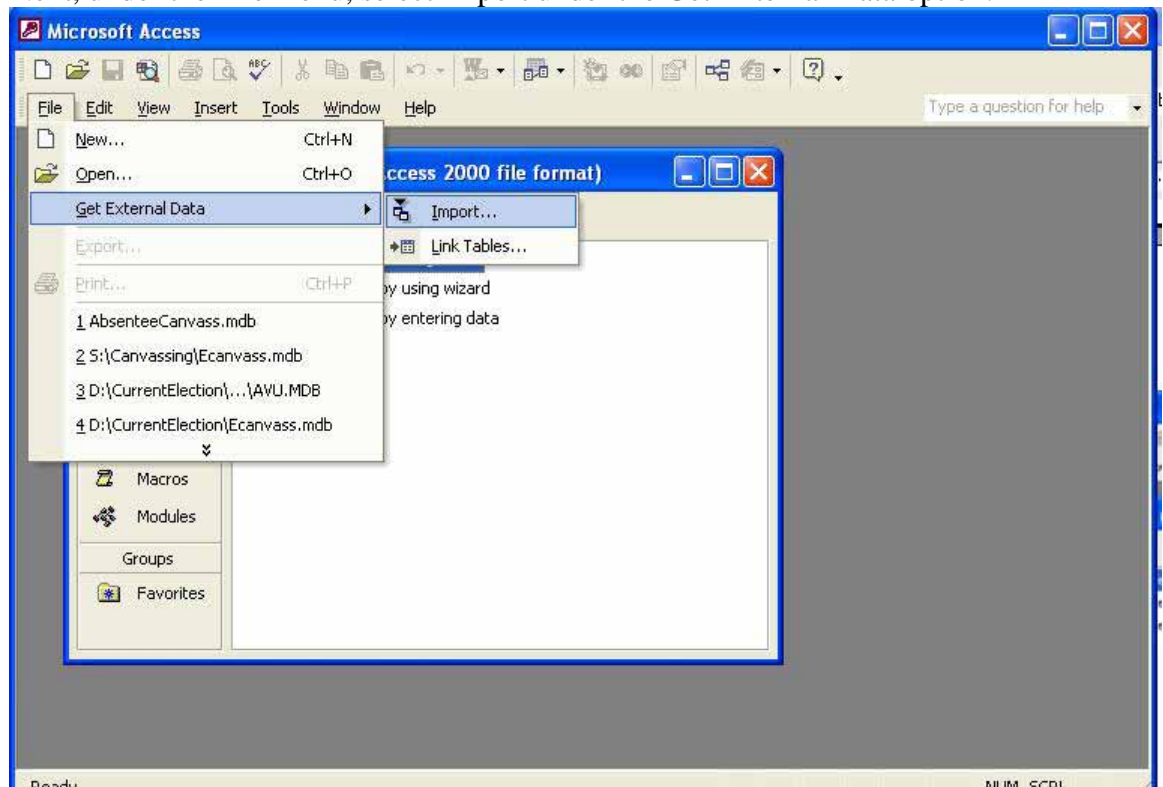


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- Specify the location, name, and File type (Text File) of the E-Canvass file.

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- Click The Import button to bring up the next window.



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- Make sure the Delimited option is selected then click next to bring up the following window

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- Make sure all the settings are exactly as above then click the Next button.
- In the next window choose the In a New Table option and click the Next button



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- In the next window, click the Next button.

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- The next window will ask if you want a primary key. A primary key speeds up searches and queries but is only recommended for those with some database experience. For this demonstration, we will not assign a primary key.
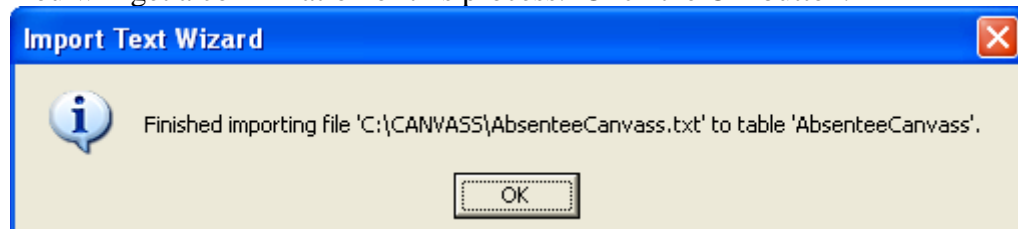


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- Click the Next Button to get the following window.  If you want to name your table something other than what it has defaulted to, do so in the Name Table text box.
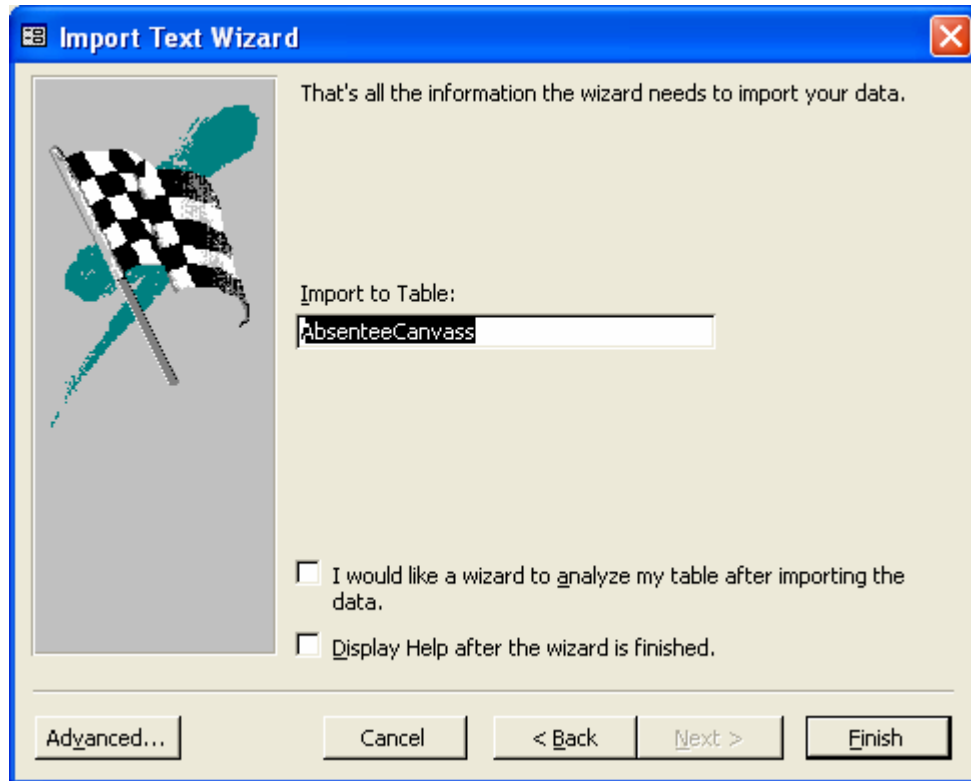


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- Click the finish button to create your table.
- You will get a confirmation of this process.  Click the OK button.



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- You may now use Microsoft Access to sort, query, and analyze your table.